

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes with a heavy heart as I have truly enjoyed my time at the company and have appreciated the opportunities I've been given.

Unfortunately, due to recent fiscal difficulties, I have determined that it is in my best interest to explore new opportunities that provide greater stability for my future. I have greatly valued my experience here and the relationships I have built with my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities in an organized manner.

Thank you for your understanding. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]